Essential Changes in Function Keys, Functions, and Enhancements

OLD / FROM		NEW / TO		
Shortcut / Icon Function		Shortcut / Icon Function		
F7	Enter Query	F7	Clear Block	
F8	Execute Query OR Refresh Inbox	F8	Clear Form	
F9	List of Values	Ctrl+L	F9 function key is not available anymore	
Features		Features & Enhancements & Changes		
Data Field Color White or Gray	White - data entry Gray - no data entry	Data Field Color Blue, Yellow, White, and Gray	Blue - query, list of values Yellow - mandatory data entry White - optional data entry Gray - no data entry or auto populates	
RPA	4 Pages: <prev> and <next> button</next></prev>	RPA	4 Tabs: * Requesting Info * Position Data * Employee and Position Data * Remarks and Address	
		Upon login a note pop ups informing you how many RPAs you have in your inbox, if any		
Civilian Inbox		Workflow Inbox	your moon, it arry	
		Workflow Inbox/Worklist: * Simple Search * Advanced Search * Saving Search Requests * Notifications to request more info * Batch Routing		
Change Password	Under 'Special' in the Main Toolbar	Change Password	Under 'Edit' - Preferences in the Main Toolbar	
Sign On Again	Under 'Special' in the Main Toolbar	Log on as a Different User	Under 'File' in the Main Toolbar - CURRENTLY NOT ENABLED	
Switch Responsibility	Under 'Special' in the Main Toolbar	Switch Responsibility	Under 'File' in the Main Toolbar	
Print RPA	Upon submitting the print request Under 'Help' - View My Request in the Main Toolbar	Print RPA	Upon submitting the print request - Under 'View' - Requests in the Main Toolbar	
continued				

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OLD / FROM		NEW / TO	
Features		Features & Enhancements & Changes	
Closed RPAs	View a/o print Closed RPAs from Inbox, print through Ghostview	Closed RPAs	Cannot view closed RPAs from the inbox. View a/o print through 'Processess and Reports' function only.
		Person Summary	Location: Person Window - Other - Person Summary Provides easy overview of info such as * Career or VRA conversion due * Retirement Coverage * Last Promotion * Military Service * Education * Work Schedule * Tenure * etc.
		For CPOC Personnelists Only	
		Viewing Date Track History	To view the history of changes made to a record over time * Person records * Position Records
		"Find Position" window	Displays upon 'Description' entry instead of the position window * use to retrieve a position or group of positions (it's similar to the "Find Person" window)